

1. PLEASE PROVIDE THE NAME OF YOUR ORGANIZATION, THE COUNTY OR COUNTIES OF OPERATION, AND THE TYPE OF SPECIALTY TAG THAT GENERATES ITS REVENUE.

(Specialty License Plate)

_____ (D) _____ through _____ (D) _____

4. PLEASE IDENTIFY THE CHECK/WARRANT DATE AND MONEY AMOUNTS RECEIVED BY YOUR ORGANIZATION FROM THE SPECIALTY LICENSE PLATE PROGRAM DURING THE MOST RECENT ACCOUNTING PERIOD.

5. PLEASE PROVIDE A CATEGORICAL LIST OF EXPENDITURES FOR THE FISCAL YEAR.

Revised: November, 2005

UNDER PENALTY OF PERJURY I DO HEREBY SWEAR OR AFFIRM THAT NO FEES RECEIVED FROM THE SPECIALTY LICENSE PLATE PROGRAM, OR INTEREST FROM THE INVESTMENT OF THOSE FEES HAVE BEEN EXPENDED FOR COMMERCIAL OR FOR-PROFIT ACTIVITIES NOR FOR GENERAL OR ADMINISTRATIVE EXPENSES EXCEPT AS AUTHORIZED BY F.S. s. 320.08058 OR TO PAY THE COST OF THE AUDIT OR REPORT REQUIRED BY F.S. s. 320.08062 AND THAT THE INFORMATION DISCLOSED IN THIS DOCUMENT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

(N)

(Signature of organization head)

(O)

(Date)

(P)

(Printed name)

(Q)

(Title)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS ____ DAY OF _____
(Month)

_____, **BY** _____
(Year) (Name of person making statement)

WHO

(Check one)

_____ **IS PERSONALLY KNOWN TO ME, OR**

_____ **PRODUCED IDENTIFICATION** _____
(Type of ID produced)

(Signature of notary public)

(Print, Type, or Stamp commissioned name of notary public)

Return Address:

**Division of Motor Vehicles
Bureau of Titles and Registrations
Specialty License Plate Section, Mail Stop 68
Neil Kirkman Building
Tallahassee, Florida 32399-0500**

Phone # (850) 617-3870

INSTRUCTIONS FOR THE COMPLETION OF THE

SPECIALTY LICENSE PLATE

REVENUE, EXPENDITURE, AND COMPLIANCE AFFIDAVIT

The following is a list of instructions to be followed when completing the Specialty License Plate revenue, Expenditure, and Compliance Affidavit. Each letter corresponds to the one on the attached affidavit.

- (A) Identify the name of your organization.
- (B) Enter the name of the county or counties where your organization operates.
- (C) Identify the type of tag that generates the organization's revenue. (i.e. Boy Scouts, Arts, Education, etc.)
- (D) Identify the organization's fiscal (financial) year/accounting period dates. (i.e. 1/1/99 through 12/31/99, or 7/1/99 through 6/30/00, etc.)
- (E) Enter the beginning balance of funds in the license plate account. This amount will equal the ending balance reported on the previous year's affidavit. If it does not equal the previous year's ending balance, include a note stating why the amount on last year's affidavit is incorrect or needs adjusting.
- (F) Enter the date that the check/warrant was written. (Use additional pages as needed.)
- (G) Enter the corresponding money amount of each check/warrant. (Use additional pages as needed.)
- (H) Enter the interest income earned from the investment or deposit of license plate revenues through the year.
- (I) Sum the amounts of all checks/warrants received during the year and the interest income earned through the year and enter that total.
- (J) Identify the general categories of the expenditures. It is not necessary to identify each expenditure. (For instance, if several grants were made by the organization, add the dollar amounts of the grants and enter the purpose, as "GRANTS" and the total dollar amount on the same line.) Expenditures will be those made with specialty license plate funds only. (Use additional pages as needed.)
- (K) Enter the corresponding money amount of the expenditure. (Use additional pages as needed.)
- (L) Enter the total of all money amounts in the column.
- (M) Enter the balance of specialty license plate money remaining at the end of the accounting period. This amount will be the BEGINNING BALANCE (E) plus TOTAL REVENUES (I) minus TOTAL EXPENDITURES (L).
- (N) The head of the organization will sign the form. The head will be the "President", "Chairman", "Director", "Chief Executive Officer", etc. The treasurer, chief financial officer, board member, etc. will not be considered to be the head of the organization.
- (O) The head of the organization will date the form.
- (P) Print or type the name that is on line (N).
- (Q) Enter the title of the organization head. This will be President, Director, Chairman, Chief Executive Officer, etc.

Notarize the form.

IMPORTANT NOTE: If expenditures of revenue received from the STATE, including tag revenue, exceed \$300,000 for fiscal year ending prior to 9/30/2004 or \$500,000 for all fiscal years ending on 9/30/04 or thereafter, the audit required by the Florida Single Audit Act must be completed. Included in the audit report will be a statement by the C.P.A. about the organization's compliance with applicable laws pertaining to the expenditure of the specialty license plate fees. The audit cannot be accepted without this statement.